

KANKAKEE COMMUNITY COLLEGE
District 520

June 13, 2016

A meeting of the Board of Trustees of Kankakee Community College, District 520, was called to order at 5:00 p.m. in the Board Room on campus. Those physically in attendance were:

Mr. Jerald W. Hoekstra, Chair
Mr. Brad Hove, Vice Chair
Mr. Patrick Martin, Secretary
Mrs. Cathy Boicken
Mr. Bill Orr
Mr. Todd Widholm
Abby Fischer, Student Representative to the Board

Also attending:

Dr. John Avendano, President
Ms. Claire Chaplinski, Legal Counsel
Administrative Staff

There were no public comments or changes to the published agenda.

APPROVAL OF A RESOLUTION HONORING 2015-2016 WOMEN'S SOFTBALL TEAM ACHIEVEMENT

The administration recommended the Board approve the resolution honoring the 2015-2016 women's softball team. Dr. Avendano read the resolution and presented it to Coach Dennis Clark. Motion was made by Mr. Martin and seconded by Mrs. Boicken to approve the resolution as presented. On roll call, the vote was:

AYES: Boicken, Hove, Martin, Orr, Widholm, Hoekstra
NAYS: None
Motion Carried

APPROVAL OF MINUTES

The Recording Secretary presented the Minutes from the May 9, 2016 Board meeting for approval. Motion was made by Mr. Widholm and seconded by Mr. Hove to approve the minutes as presented. On roll call, the vote was:

AYES: Boicken, Hove, Martin, Orr, Widholm, Hoekstra
NAYS: None
Motion Carried

APPROVAL OF CONSENT AGENDA ITEMS (* indicates Consent Agenda Item)

The consent agenda items were presented for approval. By consent, motion was made by Mr. Orr and seconded by Mrs. Boicken to approve the June 13, 2016 Consent Agenda Action Items 2-7 as follows:

*** APPROVAL OF 1A PROGRAM PARTICIPANT**

The administration recommended the Board approve the participant addition to the 1A program as presented.

***APPROVAL OF TUITION/COURSE REIMBURSEMENTS**

The administration recommended the Board approve the reimbursement payments as presented.

***APPROVAL TO ACCEPT GRANT AWARDS**

The administration recommended the Board approve the grant awards from the Workforce Board in the amount of \$48,416 for Dislocated Worker Emergency Assistance-Kankakee County for the period 7.1.15-6.30.16, and \$26,061.61 for Trade Adjustment Assistance-Kankakee and Livingston Counties for the period 10.1.15-9.30.16.

***APPROVAL OF PREVAILING WAGE ORDINANCE**

The administration recommended the Board approve the prevailing wage ordinance as presented effective 6.30.16.

***UPDATE ON BUDGET PREPARATION AND REQUEST TO OPERATE WITHIN BUDGET DRAFT**

The administration recommended the Board authorize continued college operations by allowing those expenditures required for normal operations, which includes salaries, approved contracts, utilities, maintenance and supplies for the period 7.1.16 through budget adoption.

***UPDATE ON THE PROPERTY, CASUALTY, LIABILITY INSURANCE PROGRAMS**

The administration recommended the Board approve renewing existing insurance policies and binding the most cost-effective policies as presented, effective 7.1.16.

On roll call, the vote was:

AYES: Boicken, Hove, Martin, Orr, Widholm, Hoekstra

NAYS: None

Motion Carried

ACCEPTANCE OF PERSONNEL POLICY REVISIONS

The administration recommended the Board approve personnel policy revisions with an effective date of 7.1.16. Motion was made by Mr. Martin and seconded by Mr. Orr to approve the personnel policy revisions as presented. On roll call, the vote was:

AYES: Boicken, Hove, Martin, Orr, Widholm, Hoekstra

NAYS: None

Motion Carried.

ACCEPTANCE OF PURCHASING POLICY ADDITION

The administration recommended the Board accept the purchasing policy with an effective date of 7.1.16. Motion was made by Mrs. Boicken and seconded by Mr. Widholm to accept the proposed purchasing policy addition as presented. On roll call, the vote was:

AYES: Boicken, Hove, Martin, Orr, Widholm, Hoekstra

NAYS: None
Motion Carried

APPROVAL OF CONTRACT AWARD

The administration recommended the Board approve awarding the bid for the replacement of switches to Modern Enterprise Solutions, Inc. in the amount of \$49,448.20. Motion was made by Mr. Orr and seconded by Mr. Hove to approve the contract award as presented. On roll call, the vote was:

AYES: Boicken, Hove, Martin, Orr, Widholm, Hoekstra
NAYS: None
Motion Carried.

APPROVAL OF A RESOLUTION HONORING FULL-TIME EMPLOYEE

The administration recommended the Board approve and issue a resolution honoring Amy Savoie who retired from a full-time position on May 31, 2016. Motion was made by Mr. Martin and seconded by Mrs. Boicken to approve the resolution as presented. On roll call, the vote was:

AYES: Boicken, Hove, Martin, Orr, Widholm, Hoekstra
NAYS: None
Motion Carried

President Avendano provided his oral report to the Board. He thanked the Foundation for their report and for their work. Dr. Avendano stated that he appreciated the work and effort that Marketing put into creating the 50th anniversary logo. He welcomed new Student Trustee Abby Fischer. He gave a legislative update on “stop gap” bill 2046 and reported that the House is scheduled to meet every Wednesday in June. Dr. Avendano noted that next week KCC will be hosting the Illinois Civics Academy for Teachers, which was funded by a McCormick Foundation grant. The *Breezekeeper* sculpture by artist Christine Rojek is being installed on the north lawn. Dr. Avendano summarized the ICCTA Annual Banquet and congratulated Mr. Hoekstra who was honored as a 25 year trustee.

Student Trustee Fischer provided her report to the Board. She reported that she attended the ICCB/SAT Leadership Institute on June 3-4 in Springfield. Ms. Fischer noted that the GED graduation ceremony took place and that Girls’ STEAM classes for 5th-8th grades are currently taking place on campus. She told the Board that she is honored to be the student trustee, and she hopes to work on a large project with Student Life while she is in the position.

APPROVAL OF FINANCIAL REPORTS (subject to audit)

The administration presented the reconciled cash report for April 30, 2016, and the Investment and Financial Summary report for May 31, 2016. Motion was made by Mr. Widholm and seconded by Mr. Hove to accept the Reconciled Cash Report and Investment and Financial Summary Report subject to audit. On voice vote, the motion was unanimously approved.

APPROVAL OF BILL SUMMARY AND PAYMENTS

Bills totaling \$2,502,110.97 and thirty-five (35) purchase order requisitions over \$5,000 were presented for Board review. Motion was made by Mr. Martin and seconded by Mr. Orr to approve the bill summary and payments as presented. On roll call, the vote was:

AYES: Boicken, Hove, Martin, Orr, Widholm, Hoekstra
NAYS: None
Motion Carried

The Board was scheduled to go into closed session for the purpose of discussing matters of personnel and probable or pending litigation pursuant to Sections 2-c-1 and 2-c-11 of the Illinois Open Meetings Act. Motion was made by Mr. Hove and seconded by Mrs. Boicken to convene to closed session. On roll call, the vote was:

AYES: Boicken, Hove, Martin, Orr, Widholm, Hoekstra
NAYS: None
Motion Carried

The Board went into closed session at 5:35 p.m. The Board returned at 6:50 p.m. Motion was made by Mrs. Boicken and seconded by Mr. Hove to reconvene the Board meeting. On voice vote, the motion was unanimously approved.

MATTERS OF PERSONNEL

The Board reviewed matters of personnel presented in closed session. By consent, motion was made by Mr. Widholm and seconded by Mrs. Boicken to approve matters of Personnel Items 1-5 and 7-9 as presented and recommended by the administration and enumerated below. Personnel Item 6 was not approved at this time. Claire Chaplinski was appointed as legal counsel through June 2017 at a compensation rate of \$9,600 per annum.

- (1) Approval of Position Descriptions
- (2) Approval of Employment Matters
- (3) Approval of Student Employment Matters
- (4) Approval of Continuing Education and Career Services Contracts
- (5) Request to Hire Associate Deans
- (6) Approval of Salary and Benefits Program for Fiscal Year 2017
- (7) Approval of Adjunct Instructor List, Credit Division, for Summer Term 2016
- (8) Approval for Payroll and Payment Authorizations to Youth Participants in WIOA Work Experience Programs in Kankakee and Livingston Counties
- (9) Approval for Payroll and Payment Authorization for Youth Program Services Participants in KCC's Youth Program Services
- (10) Appointment of Legal Counsel

On roll call, the vote was:

AYES: Boicken, Hove, Martin, Orr, Widholm, Hoekstra
NAYS: None
Motion Carried

ADJOURNMENT

There being no further business to come before the Board, motion to adjourn the Board Meeting at 6:52 p.m. was made by Mr. Martin and seconded by Mr. Hove. On roll call, the vote was:

AYES: Boicken, Hove, Martin, Orr, Widholm, Hoekstra

NAYS: None

Motion Carried

Respectfully submitted,

Karen Slager, Recording Secretary

Approved:

Chairman

Secretary